

## LVFC CHECKSHEET FOR CLOSING ASSISTANCE AGREEMENTS

#	YES	N/A	DATE	
1	<input checked="" type="checkbox"/>		5/8/17	FFR/Termination notice received at LVFC
2	<input checked="" type="checkbox"/>		5/8/17	FFR Balances verified with CDW
3		<input checked="" type="checkbox"/>		AAN Generated (Add GPAS Note _____ Update AIMS _____)
a		<input checked="" type="checkbox"/>		Logged into White Book
b		<input checked="" type="checkbox"/>		Copy of AAN filed in Grant Folder
c		<input checked="" type="checkbox"/>		Open in ASAP (If applicable)
4				Final payment certified or drawn from ASAP
5				Accounts receivable established, A/R# _____ Vendor Code _____ GPAS screen print attached
a				Reference added to GPAS stating A/R established
6				Refund received \$ _____ (To be completed by Collections)
7				Amendment for carry-over/transfer received (Novation)
a				COMPASS transactions processed
b				ASAP transactions processed
8	<input checked="" type="checkbox"/>		5/8/17	Unliquidated balance deobligated from COMPASS
9	<input checked="" type="checkbox"/>		5/9/17	Reconciled CDW screen printed (Must show zero balance)
10		<input checked="" type="checkbox"/>		ASAP decrease processed
11		<input checked="" type="checkbox"/>		Grant marked closed and reconciled in ASAP
12	<input checked="" type="checkbox"/>		5/9/17	Ready for scanning (all staples removed, no bent corners, long sheets of paper straightened, post its taped to full sheet of paper, etc)
13	<input checked="" type="checkbox"/>		5/9/17	Copy of closeout documentation to PO, Region Grant Specialist and/or recipient.
14		<input checked="" type="checkbox"/>		FFR attached in IGMS (Post-Award Database)
15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5/9/17	Entered into AIMS <input checked="" type="checkbox"/>
\$			106.03	Total funds deobligated from agreement Allowance Holder 26T.
\$			0	Total funds carried over/ transferred (Novation)

Write-off for Accounts Receivables (\$25 maximum) \$ \_\_\_\_\_ is approved by \_\_\_\_\_  
Director, Las Vegas Finance Center

Agreement closed by: \_\_\_\_\_

Name

Date

05/01/16

U.S. ENVIRONMENTAL PROTECTION AGENCY  
Washington, DC 20460

COMPLETION OF STUDIES NOTICE

DATE OF THIS NOTICE: 5/5/17	FELLOWSHIP NUMBER FP 917 61601	DATE COMPLETION OF STUDIES 12/31/16	TYPE OF FELLOWSHIP EPA STAR
--------------------------------	-----------------------------------	--	--------------------------------

TO:

LAS VEGAS FINANCE CENTER  
US ENVIRONMENTAL PROTECTION AGENCY  
4220 S MARYLAND PARKWAY, BUILDING C, ROOM 503  
LAS VEGAS, NV 89119

INSTRUCTIONS: This form should be completed immediately after studies are completed

NAME OF FELLOW

Katherine Travis

INSTITUTION

Harvard University

Your Fellowship ends on the date indicated above. To complete our files, please provide the following information and two reprints of any publication of work done under the fellowship, when available.

MAILING ADDRESS AFTER COMPLETION OF FELLOWSHIP (Future address changes appreciated)

117 Fresh Pond Pkwy #2  
Cambridge, MA 02138

DEGREE SOUGHT (Ph.D., M.S.,  
None)

PhD

DATE RECEIVED OR  
~~EXPECTED~~

July 2017

REMARKS (Provide any constructive criticism or advice from you and your sponsor that would enable us to improve the operation of the EPA Fellowship program. Use additional sheet, if necessary.)

Financially Closed - Processed at LVFC  
Deobligated \$ 106.03  
By Len On 5/8/17  
PO Copy SONIA Lee

CERTIFICATION

This is to certify that the individual named above completed the fellowship activities at the above named institution on the date indicated below.

DATE COMPLETED

5/5/17

SIGNATURE OF SPONSOR OR AUTHORIZED OFFICIAL

[Signature]

TITLE

Professor, Harvard U.



## Document Review

Compass Document: FO FP91761601

05/09/17

Document Summary: General Ledger Entries

Doc Type: FO

Doc No: FP91761601

Vendor Code: Cannot be displayed

IGMS Grant No: 91761601-1

IGMS Budget Start Date: 09/01/2014

IGMS Budget End Date: 12/31/2016

IGMS Project Start Date: 09/01/2014

IGMS Project End Date: 12/31/2016

Order Date: 07/24/14

Closed Date:

Servicing Finance Office: LVFC

Order Amount: \$83,893.97

Net Paid Amount: \$83,893.97

Closed Amount: \$83,893.97

Available Amount: \$0.00

Vendor: KATHERINE TRAVIS

Alternate Vendor:

Description:

Extended Description:

AIMS FFR Status: 05/08/2017-Termination Letter Received by LVFC, but not yet processed

Document Details: **Expand**

Line#	Line Amt	Expended Amt	Closed Amt	Refunded Amt	Available Amt	BFY	Fund	Org	Program	Project	FOC	CostOrg	Comments	Extended
1	\$83,893.97	\$84,000.00	\$83,893.97	\$106.03	\$0.00	20142015	C	26T4000	301FK8	n/a	4125	26A6D	RQ1426T4G113	

## Document Activity:

Date	Ref Amount	Related Document	Direction	Date	Ref Amount	Related Document	Date	Ref Amount	Related Document
05/08/2017	-\$106.03	RQ 1426T4G113	Back						
04/03/2017	-\$106.03	LNR 3317DT17047D	Forward						
07/29/2016	\$2,083.41	FP 14330065630	Forward						
06/28/2016	\$2,083.33	FP 14330065629	Forward						
05/26/2016	\$2,083.33	FP 14330065628	Forward						
04/27/2016	\$2,083.33	FP 14330065627	Forward						
03/29/2016	\$2,083.33	FP 14330065626	Forward						
02/26/2016	\$2,083.33	FP 14330065625	Forward						
01/27/2016	\$2,083.33	FP 14330065624	Forward						
12/29/2015	\$2,083.33	FP 14330065623	Forward						
11/25/2015	\$2,083.33	FP 14330065622	Forward						
10/28/2015	\$2,083.33	FP 14330065621	Forward						
10/13/2015	\$12,000.00	FP 16330068977	Forward						
10/13/2015	\$5,000.00	FP 16330068978	Forward						
09/28/2015	\$2,083.33	FP 14330065620	Forward						
09/23/2015	\$12,000.00	FP 15330068940	Forward						
09/23/2015	\$5,000.00	FP 15330068941	Forward						
09/21/2015	\$0.00	FP 15330068939	Forward						
08/27/2015	\$2,083.33	FP 14330065619	Forward						
07/29/2015	\$2,083.33	FP 14330065614	Forward						
07/29/2015	\$0.00	FP 14330065616	Forward						
07/29/2015	\$0.00	FP 14330065618	Forward						
06/26/2015	\$2,083.33	FP 14330065613	Forward						
05/27/2015	\$2,083.33	FP 14330065612	Forward						
04/28/2015	\$2,083.33	FP 14330065611	Forward						
03/27/2015	\$2,083.33	FP 14330065610	Forward						
02/25/2015	\$2,083.33	FP 14330065609	Forward						
01/28/2015	\$2,083.33	FP 14330065608	Forward						
12/29/2014	\$2,083.33	FP 14330065607	Forward						
11/25/2014	\$2,083.33	FP 14330065606	Forward						
10/29/2014	\$2,083.33	FP 14330065605	Forward						
09/26/2014	\$2,083.33	FP 14330065604	Forward						
08/27/2014	\$2,083.33	FP 14330065603	Forward						
08/21/2014	\$0.00	FP 14330065615	Forward						
08/21/2014	\$0.00	FP 14330065617	Forward						
07/24/2014	\$84,000.00	RQ 1426T4G113	Back						

## Grant Payment Allocation System (GPAS)

Payment&lt;br&gt;Workload

Manual&lt;br&gt;Payments

Fellowship&lt;br&gt;Payments

&lt;br&gt;Utilities

&lt;br&gt;Reports

Change&lt;br&gt;Password

&lt;br&gt;Logout

### View/Update Invoices

**FO FP91761601**

Vendor			
Vendor Name	Fellow/School	Vendor Code	
KATHERINE TRAVIS	Fellow	F91761601S	I
HARVARD UNIVERSITY SCHOOL OF ENGINEERING & APPLIED SCIENCES	School	F91761601S	9
HARVARD UNIVERSITY SCHOOL OF ENGINEERING & APPLIED SCIENCES		F91761601S	V

Obligations						
Line	FY	Description	Obligated	Expended	Available	Schedule
1	2014 2015		84,000.00	84,000.00	106.03	08/19/2014
Total Available:					106.03	

Invoices											
Line	Barcode	Description	Fellow/School	Invoiced Amt	Invoice Date	Date to Compass	Schedule Date	Sched	Susp	Dupl	Delete
1	14330065617	Expense Allowance	School	5,000.00	08/01/2014	08/19/2014	08/19/2014				
1	14330065615	Tuition and Fees	School	12,000.00	08/01/2014	08/19/2014	08/19/2014				
1	14330065603	Stipend	Fellow	2,083.33	09/01/2014	08/19/2014	08/29/2014				
1	14330065604	Stipend	Fellow	2,083.33	10/01/2014	09/18/2014	09/30/2014				
1	14330065605	Stipend	Fellow	2,083.33	11/01/2014	10/16/2014	10/31/2014				
1	14330065606	Stipend	Fellow	2,083.33	12/01/2014	11/14/2014	11/28/2014				
1	14330065607	Stipend	Fellow	2,083.33	01/01/2015	12/11/2014	12/31/2014				
1	14330065608	Stipend	Fellow	2,083.33	02/01/2015	01/14/2015	01/30/2015				
1	14330065609	Stipend	Fellow	2,083.33	03/01/2015	02/05/2015	02/27/2015				
1	14330065610	Stipend	Fellow	2,083.33	04/01/2015	03/16/2015	03/31/2015				
1	14330065611	Stipend	Fellow	2,083.33	05/01/2015	04/08/2015	04/30/2015				
1	14330065612	Stipend	Fellow	2,083.33	06/01/2015	05/21/2015	05/29/2015				
1	14330065613	Stipend	Fellow	2,083.33	07/01/2015	06/10/2015	06/30/2015				
1	14330065614	Stipend	Fellow	2,083.33	08/01/2015	07/06/2015	07/31/2015				
1	14330065616	Tuition and Fees	School	12,000.00	08/01/2015	07/06/2015	07/31/2015				
1	14330065618	Expense Allowance	School	5,000.00	08/01/2015	07/06/2015	07/31/2015				
1	14330065619	Stipend	Fellow	2,083.33	09/01/2015	08/11/2015	08/31/2015				
1	14330065620	Stipend	Fellow	2,083.33	10/01/2015	09/09/2015	09/30/2015				
1	15330068939	Stipend	School	5,000.00	08/01/2015	09/21/2015	09/21/2015				
1	15330068940	Tuition and Fees	School	12,000.00	08/01/2015	09/21/2015	09/21/2015				
Line	Barcode	Description	Fellow/School	Invoiced Amt	Invoice Date	Date to Compass	Schedule Date	Sched	Susp	Dupl	Delete
1	15330068941	Expense Allowance	School	5,000.00	08/01/2015	09/21/2015	09/21/2015				

1	16330068977	Tuition and Fees	School	12,000.00	10/01/2015	10/08/2015	10/08/2015				
1	16330068978	Expense Allowance	School	5,000.00	10/01/2015	10/08/2015	10/08/2015				
1	14330065621	Stipend	Fellow	2,083.33	11/01/2015	10/08/2015	10/30/2015				
1	14330065622	Stipend	Fellow	2,083.33	12/01/2015	11/19/2015	11/30/2015				
1	14330065623	Stipend	Fellow	2,083.33	01/01/2016	12/08/2015	12/31/2015				
1	14330065624	Stipend	Fellow	2,083.33	02/01/2016	01/12/2016	01/29/2016				
1	14330065625	Stipend	Fellow	2,083.33	03/01/2016	02/22/2016	02/29/2016				
1	14330065626	Stipend	Fellow	2,083.33	04/01/2016	03/15/2016	03/31/2016				
1	14330065627	Stipend	Fellow	2,083.33	05/01/2016	04/11/2016	04/29/2016				
1	14330065628	Stipend	Fellow	2,083.33	06/01/2016	05/03/2016	05/31/2016				
1	14330065629	Stipend	Fellow	2,083.33	07/01/2016	06/15/2016	06/30/2016				
1	14330065630	Stipend	Fellow	2,083.41	08/01/2016	07/27/2016	07/29/2016				
<b>Total Unpaid:</b>				0.00							

Cancel



# STAR GRADUATE FELLOWSHIP PAYMENT PLAN

NUMBER: FP917616-01-0  
 NAME: Travis, Katherine  
 UNIVERSITY: Harvard University (MA)

PROJECT PERIOD: 2 YEARS  
 BUDGET PERIOD 2 YEARS

\$25000- 12 MONTHS

TO BE DISBURSED BETWEEN THE FIRST AND FIFTH OF EACH MONTH ON A MONTHLY BASIS, DIRECTLY TO THE FELLOW

DESCRIPTIONS	FALL 2014	SPRING 2015	SUMMER 2015
STIPEND	\$ 50000	\$ 0.00	\$ 0.00
TUITION AND FEES	\$ 24000	\$ 0.00	\$ 0.00
EXPENSE ALLOWANCE	\$ 10000	\$ 0.00	\$ 0.00
TOTAL TUITION (FEES & ALLOWANCE)	\$ 84000	\$ 0.00	\$ 0.00

GRAND TOTAL FOR THE SCHOOL YEAR: \$84000

QUARTER ☐ SEMESTER ☒

*M. Brandon Jones*  
 PROJECT OFFICER: Gladys Cobbs  
 DATE: June 27, 2014  
 TELEPHONE NO: 703-347-8052

NOTE: FMC SHOULD PAY AS APPLICABLE, BY QUARTER OR SEMESTER

# HARVARD UNIVERSITY

FP 91761601

ACCOUNTS PAYABLE

CHECK DATE 03/24/2017

CHECK NO 3178006

ENVIRONMENTAL PROTECTION AGENCY  
US EPA  
LAS VEGAS FINANCE CENTER  
4220 S MARYLAND PKWY BLDG C  
LAS VEGAS, NV 89119-7533

Invoice Num	Invoice Date	Description	Ref Num	Discount Amt	Net Amount
REFUND	03/22/2017	PI Katherine Travis, Award: FP-	PR002117938		106.03

*Fellowship Refund*

3317 DT 17047D

POSTED/AR PARTIAL/AR CLEARED VIA LNR  
DATE 4/4/17 INITIALS *[Signature]*

Total Tax Withheld 0.00

Total Discount Amount 0.00

Total Amount \$106.03

Check Date

03/24/2017

HARVARD UNIVERSITY  
Cambridge, Massachusetts

3178006

52-153/112

Check Amount

\*\*\*\*\*\$106.03

NOT VALID AFTER 6 MONTHS

PAY: One hundred six and 03/100 Dollars

To The Order Of ENVIRONMENTAL PROTECTION AGENCY

*Maurice Forrester*

Bank of America  
South Portland, ME

Security features  
included.  
Details on back.

⑈003178006⑈ ⑆011201539⑆ 800 676 26⑈

**HARVARD**  
FINANCIAL ADMINISTRATION



3/22/2017

U.S. EPA  
Las Vegas Finance Center  
4220 S. Maryland Parkway, building C  
Las Vegas, NV 89119

**RE: EPA Fellowship for Katherine Travis**  
**Under direction of the Principal Investigator: Katherine Travis**  
**Award number: FP-91761601-1**  
**Harvard Fund #: 325-28771-123884**

Dear Sr. / Madam:

Attached is the enclosed copy of a final SF-425 for the above referenced award for budget period August 1, 2014 to December 31, 2016 with a refund check for the remaining balance amount of \$106.03.

We appreciate your contribution to support Harvard Research Project.  
Please feel free to contact me at 617-496-3053 if you have questions.

Sincerely,

Marc Dutra  
Financial Analyst  
[Marc\\_Dutra@Harvard.edu](mailto:Marc_Dutra@Harvard.edu)

Enclosures



# FEDERAL FINANCIAL REPORT

(Follow form instructions)

Aims ✓  
ah

1. Federal Agency and Organizational Element to Which Report is Submitted  Environmental Protection Agency		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)  FP-91761601-1		Page 1	of 1
pages					
3. Recipient Organization (Name and complete address including Zip code)  President and Fellows of Harvard College Office for Sponsored Programs 1033 Massachusetts Avenue 5th Floor Cambridge, MA 02138					
4a. DUNS Number  08-235-9691	4b. EIN  1-042103580-B1	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)  325-28771-123884	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Final	7. Basis of Accounting  <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual	
8. Project/Grant Period From: (Month, Day, Year) 8/1/2014			To: (Month, Day, Year) 12/31/2016		
9. Reporting Period End Date (Month, Day, Year) 12/31/2016					
10. Transactions				Cumulative	
(Use lines a-c for single or multiple grant reporting)					
Federal Cash (To report multiple grants, also use FFR Attachment):					
a. Cash Receipts					34,000.00
b. Cash Disbursements					33,893.97
c. Cash on Hand (line a minus b)					106.03
(Use lines d-o for single grant reporting)					
Federal Expenditures and Unobligated Balance:					
d. Total Federal funds authorized					34,000.00
e. Federal share of expenditures					33,893.97
f. Federal share of unliquidated obligations					0.00
g. Total Federal share (sum of lines e and f)					33,893.97
h. Unobligated balance of Federal funds (line d minus g)					106.03
Recipient Share:					
i. Total recipient share required					0.00
j. Recipient share of expenditures					0.00
k. Remaining recipient share to be provided (line i minus j)					0.00
Program Income:					
l. Total Federal program income earned					0.00
m. Program income expended in accordance with the deduction alternative					0.00
n. Program income expended in accordance with the addition alternative					0.00
o. Unexpended program income (line l minus line m or line n)					0.00
11. Indirect Expense	a. Type Predetermined	b. Rate 0.00%	c. Period From/Period To 8/1/2014 12/31/2016	d. Base 12,401.97	e. Amount Charged 0.00
					f. Federal Share 0.00
g. Totals:				12,401.97	0.00
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:					
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)					
a. Typed or Printed Name and Title of Authorized Certifying Official  Megan Tran senior Financial Analyst			c. Telephone (Area code, number, and extension)		
b. Signature of Authorized Certifying Official  			d. Email Address		
			e. Date Report Submitted (Month, Day, Year)  3/6/17		
14. Agency use only					

Standard Form 425 - Revised 6/28/2010  
OMB Approval Number: 0348-0061  
Expiration Date: 10/31/2011

## Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

## Rivera, Luis

---

**From:** Donnelly, Tetyana <donnelly@seas.harvard.edu>  
**Sent:** Monday, September 14, 2015 8:49 AM  
**To:** Rivera, Luis  
**Cc:** McCormack, Cecilia T.  
**Subject:** RE: FP91761601, KATHERINE TRAVIS FUND: 123884

Hi Luis,

Please "cancel" US TREASURY CHECK # 4030 47112023 and # 4030 47112024 and mail new checks to the address below:

Bank of America Lockbox Services  
President and Fellows of Harvard College  
Lockbox # 415649  
MA5-527-02-07  
2 Morrissey Boulevard  
Dorchester, MA 02125

Thanks, Tanya

---

**From:** Rivera, Luis [mailto:rivera.luise@epa.gov]  
**Sent:** Monday, September 14, 2015 10:49 AM  
**To:** Donnelly, Tetyana  
**Subject:** RE: FP91761601, KATHERINE TRAVIS FUND: 123884

Hello Tanya,

I had spoken to Cecilia McCormick last week about this issue. I had informed her that the checks had not been cashed and should be at the school. Checks were forward via US Postal Service and should have been delivered approximately the first week in August, 2015. We forward both checks to the following address:

Harvard University School of Engineering & Applied Sciences  
52 Oxford St. Northwest Building  
Suite 8154  
Cambridge, MA 02138

Please perform a good search for these checks and if you can't locate them we can "cancel" them at the US Treasury. The important issue here is if you do locate these checks after we have issue a cancellation notice they cannot be cashed and they must be returned back to EPA to the following address:

**US EPA**

**Las Vegas Finance Center  
4220 S. Maryland Pkwy, Bldg C  
Las Vegas, NV 89119**

Please reply back to me once you've completed your internal search and if you need both checks canceled and reissued. Please contact me if you have any questions. Thank you.

Luis E. Rivera  
U.S. EPA Financial Specialist  
Las Vegas Finance Center  
Phone (702) 798-2495  
Fax: (702) 798-2423  
EPA Finance Home Page: <http://www2.epa.gov/financial>  
Forward payments and SF 425 to the following email address: [lvc-grants@epa.gov](mailto:lvc-grants@epa.gov)



## Document Review

Compass Document: FP 14330065618

09/10/15

**Document Summary:** General Ledger Entries  
**Doc Type:** FP  
**Doc No:** 14330065618  
**Vendor Code:** F91761601S 9 **Vendor:** HARVARD UNIVERSITY SCHOOL OF ENGINEERING & APPLIED SCIENCES  
**Voucher Date:** 07/06/15  
**Schedule Date:** 07/31/15  
**Description:** EPA  
**Servicing Finance Office:** LVFC  
**Invoice Amount:** \$5,000.00  
**Paid Amount:** \$5,000.00  
  
**Schedule No:** 0VC150200  
**Submitted Date:** 07/27/15  
**Confirmed Date:** 07/29/15  
**Check Number(s):** 47112024  
**Check Amount (Total):** \$5,000.00  
**Extended Description:**

Document Details: Expand

Line#	Line Amt	Paid Amt	Invoice	Invoice Date	Accepted	BFY	Fund	Org	Program	Project	FOC	CostOrg	Comments	Extended Description
1	\$5,000.00	\$5,000.00				20142015	C	26T4000	301FK8	n/a	4125	26A6D		

## Document Activity:

Warehouse Homepage  
 EPA@Work Home | EPA Internet  
[https://V1742TRTAY006.RTP.EPA.GOV/neis/ifms\\_doc.resolve](https://V1742TRTAY006.RTP.EPA.GOV/neis/ifms_doc.resolve)  
 This web page was last updated on 01/28/2015.  
 For issues, please contact: The OCFO Sytem Help Desk - [OCFO-System-Help@epa.gov](mailto:OCFO-System-Help@epa.gov) or (202) 564-OCFO (6236)

Ant.

Has this check been cashed?

Rick

Please provide image if cashed. Thanks

(Doc) Cecilia McCormick - Harvard. Univ  
 (617) 496-1470

Have Not Been Cashed

Conf. by Ant  
9/10/15



## Document Review

Compass Document: FP 14330065616

09/10/15

Document Summary: General Ledger Entries

Doc Type: FP

Doc No: 14330065616

Vendor Code: F91761601S 9 Vendor: HARVARD UNIVERSITY SCHOOL OF ENGINEERING &amp; APPLIED SCIENCES

Voucher Date: 07/06/15

Schedule Date: 07/31/15

Description: EPA

Servicing Finance Office: LVFC

Invoice Amount: \$12,000.00

Paid Amount: \$12,000.00

Schedule No: OVC150200

Submitted Date: 07/27/15

Confirmed Date: 07/29/15

Check Number(s): 47112023

Check Amount (Total): \$12,000.00

Extended Description:

## Document Details:

[Expand](#)

Line#	Line Amt	Paid Amt	Invoice	Invoice Date	Accepted	BFY	Fund	Org	Program	Project	FOC	CostOrg	Comments	Extended Description
1	\$12,000.00	\$12,000.00				20142015	C	26T4000	301FK8	n/a	4125	26A6D		

## Document Activity:

[Warehouse Homepage](#)[EPA@Work Home](#) | [EPA Internet](#)[https://V1742TRTAY006.RTP.EPA.GOV/neis/ifms\\_doc.resolve](https://V1742TRTAY006.RTP.EPA.GOV/neis/ifms_doc.resolve)

This web page was last updated on 01/28/2015.

For issues, please contact: The OCFO Sytem Help Desk - [OCFO-System-Help@epa.gov](mailto:OCFO-System-Help@epa.gov) or (202) 564-OCFO (6236)

Ant  
ITAS  
~~ITAS~~ this check been Cashed?  
Rick

Please provide Image if Cashed, thanks

[Inbox](#) | [Preferences](#) | [Shortcuts](#) | [Site Map](#) | [Help](#) | [About](#) | Welcome LuisE Rivera | [Sign Out](#)[Transactions](#)   [Queries](#)   [Reference](#)   [Utilities](#)[Compass](#) > [Reference](#) > [Vendor](#) > [Vendor Codes](#) > [Vendor: KATHERINE TRAVIS](#) >  
[Addresses: F91761601S 9](#) > [Address](#) > [Vendor Address](#)[Audit](#)[Save](#)[Vendor](#) | **[Addresses](#)**[Address Level Vendor](#) | [Socio-Economic](#) | **[Address](#)** | [Contacts](#) | [PSC](#) | [NAICS Codes](#) | [SIC](#)  
[Payment Types](#) | [Withholding Types](#)

## Vendor Address

Item: 1 2 3

Item 1 of 3

[Expand All](#) | [Collapse All](#)

### General Information

Address Type: [Mailing Address](#) ▼[Return to Top](#)

### Address

Standardized Format: [Yes](#) ▼Address: [52 Oxford St. Northwest Building](#)[Suite 8154](#)City: [Cambridge](#)State: [MA](#) ▼Postal Code: [02138](#) ▼County: Country: [US](#) ▼[Return to Top](#)[Go to top of page](#)



## Rivera, Luis

---

**From:** Travis, Katherine <ktavis@fas.harvard.edu>  
**Sent:** Friday, August 07, 2015 7:39 AM  
**To:** Plosker, Rob; Rivera, Luis  
**Subject:** Re: FP91761601, KATHERINE TRAVIS

Rob,

Ok thank you so much for your help with this.

~Katie

**From:** "Plosker, Rob" <rplosker@seas.harvard.edu>  
**Date:** Friday, August 7, 2015 at 9:44 AM  
**To:** "Rivera, Luis" <rivera.luis@epa.gov>, Katherine Travis <ktavis@fas.harvard.edu>  
**Subject:** RE: FP91761601, KATHERINE TRAVIS

Hi Luis,

Unfortunately the Engineering finance offices have not been at that address for 2 years.

In addition, 8154 is not an actual room number in this building. It would have been 8154.

I'll check to see if they may have been forwarded to us. If not, I'll check the NW Bldg. to see if I can locate them.

I let you know.

Thanks,

Rob

Rob Plosker  
Payroll Manager  
Harvard John A Paulson School of Engineering and Applied Sciences  
20 University Road, #664  
Cambridge, MA 02138

→ updated  
Vander  
Pick  
9/24/15

617 495-0418

**From:** Rivera, Luis [mailto:[rivera.luis@epa.gov](mailto:rivera.luis@epa.gov)]  
**Sent:** Tuesday, August 04, 2015 5:38 PM  
**To:** Travis, Katherine Rose; Plosker, Rob  
**Subject:** FP91761601, KATHERINE TRAVIS

Hello,

Both checks were forward to the following address:

Harvard University School of Engineering & Applied Science  
52 Oxford St. Northwest Building  
Suite 8154  
Cambridge, MA 02138

Both checks were issued from the US Treasury as of last Thursday, July 30, 2015 therefore the checks should be in place at your school early this week.  
Please keep me posted on your findings. Thank you for your patience.

Luis E. Rivera  
U.S. EPA Financial Specialist  
Las Vegas Finance Center  
Phone (702) 798-2495  
Fax: ( 702) 798-2423  
EPA Finance Home Page: <http://www2.epa.gov/financial>  
Forward payments and SF 425 to the following email address: [lvc-grants@epa.gov](mailto:lvc-grants@epa.gov)

**From:** Travis, Katherine [mailto:kttravis@fas.harvard.edu]  
**Sent:** Tuesday, August 04, 2015 1:22 PM  
**To:** Rivera, Luis  
**Cc:** Plosker, Rob  
**Subject:** Re: FP91761601, KATHERINE TRAVIS

Luis,

Thank you. Can you tell us to whom the checks were addressed?

~Katherine

---

**From:** "Rivera, Luis" <rivera.luis@epa.gov>  
**Date:** Thursday, July 30, 2015 at 5:59 PM  
**To:** Katherine Travis <kttravis@fas.harvard.edu>  
**Subject:** FP91761601, KATHERINE TRAVIS

Hello KATHERINE TRAVIS,

Most recently we discovered your EPA Fellowship tuition/expense allowance checks for Fall 2015 inadvertently were sent out to your school without containing your name and Fellowship account ID#. We need you to contact your school and provide them the following US Treasury check information so they can apply the funds to your account:

<u>US TREASURY CHECK #</u>	<u>AMOUNT</u>
4030 47112023	\$12,000
4030 47112024	\$ 5,000

We apologize for any inconvenience in advance but hopefully with your assistance we can avoid any delays on your behalf. If your school has any questions please have them contact me at the number below. Thank you.

Luis E. Rivera

U.S. EPA Financial Specialist

Las Vegas Finance Center

Phone (702) 798-2495

Fax: (702) 798-2423

EPA Finance Home Page: <http://www2.epa.gov/financial>

Forward payments and SF 425 to the following email address: [lvfc-grants@epa.gov](mailto:lvfc-grants@epa.gov)

# View/Update Invoices

Find

Save

Print

Delete

Clear

Exit

Fellowship No

FP91761601

LREF

BFY

EFY

Line Description

Obligated

Expended

Available

Scheduled Invoice On

Active

0.00

84,000.00

08/19/2014

Line Payment No Barcode

Item Description

Fellow/School (Ctrl L)

Invoice Amt

Date Invoice

Date To MOM

Schedule Date

P/F Pay

Sched Susp Del Day

1	14330065617	Expense Allowa...	HARVARD UNIVERSITY SCHOOL OF ENG	5,000.00	08/01/2014		08/19/14	P	✓										
1	14330065615	Tuition and Fees	HARVARD UNIVERSITY SCHOOL OF ENG	12,000.00	08/01/2014		08/19/14	P	✓										
1	14330065603	Stipend	KATHERINE TRAVIS	2,083.33	09/01/2014		08/29/14	P	✓										
1	14330065604	Stipend	KATHERINE TRAVIS	2,083.33	10/01/2014			P											
1	14330065605	Stipend	KATHERINE TRAVIS	2,083.33	11/01/2014			P											
1	14330065606	Stipend	KATHERINE TRAVIS	2,083.33	12/01/2014			P											
1	14330065607	Stipend	KATHERINE TRAVIS	2,083.33	01/01/2015			P											
1	14330065608	Stipend	KATHERINE TRAVIS	2,083.33	02/01/2015			P											
1	14330065609	Stipend	KATHERINE TRAVIS	2,083.33	03/01/2015			P											
1	14330065610	Stipend	KATHERINE TRAVIS	2,083.33	04/01/2015			P											
1	14330065611	Stipend	KATHERINE TRAVIS	2,083.33	05/01/2015			P											
1	14330065612	Stipend	KATHERINE TRAVIS	2,083.33	06/01/2015			P											

Paid Invoices

Total Invoice Amt

84,000.00

Remaining

Comments

# SUMMARY WITH DETAIL

Check Symbol	Check Serial Number	Check Date	Payment Type	Account Symbol	DIS/CTR/C	SRC SC	Dollar Amount
4030	35640612	8/21/2014			K		\$5,000.00

Payee Id: 018704049

Payee Name:

Agency Reference:

Previous Document Type: Number: Date: 9/30/2015

Transaction Type: Limited Payability Cancellation

Sender Treasury Account Symbol: 20A8183 Sender Business Event Type Code: LPC

Receiver Treasury Account Symbol: Receiver Business Event Type Code:

*WFC*  
*Reissued*  
*Bar Code 16330068978*  
*Pick 10/8/15*

Check Symbol	Check Serial Number	Check Date	Payment Type	Account Symbol	DIS/CTR/C	SRC SC	Dollar Amount
4030	35060644	8/04/2014			K		\$563.00

Payee Id: 9900009628

Payee Name:

Agency Reference:

Previous Document Type: Number: Date: 9/30/2015

Transaction Type: Limited Payability Cancellation

Sender Treasury Account Symbol: 20A8183 Sender Business Event Type Code: LPC

Receiver Treasury Account Symbol: Receiver Business Event Type Code:

*WFC*

POSTED/AR PARTIAL/AR CLEARED VIA LNR  
 DATE 10/7/15 INITIALS AKW



# SUMMARY WITH DETAIL

Originating ALC	Customer ALC	Document Reference Number	Summary Amount	PAYMENT
20180009	68011200	Z6346284	\$18,671.00	

Accomplished Date	Accounting Date	Number of Detail(s)	Originator DO Symbol
10/02/2015	10/31/2015	7	FOAB

ALC Contact

Operation Support Branch

Contact Phone

(215) 516-8043

Contact Email

pfc-osb-accounting@fiscal.treasury.gov

Bill Number: Z6346284

Transaction Type: Limited Payability Cancellation - Message: This IPAC Bill credits your agency for checks that were issued, and have expired under Limited Payability.

Transaction Date: 10/02/2015

Check Symbol	Check Serial Number	Check Date	Payment Type	Account Symbol	DIS/CTR/C	SRC	SC	Dollar Amount
4030	35640611	8/21/2014			K			\$12,000.00

Payee Id: 018704049

Payee Name:

Agency Reference:

Previous Document Type: Number: Date: 9/30/2015

Transaction Type: Limited Payability Cancellation

Sender Treasury Account Symbol: 20A8183

Sender Business Event Type Code: LPC

Receiver Treasury Account Symbol:

Receiver Business Event Type Code:

LVFC

Reissued  
Bar Code  
16330068977  
R.ch  
10/8/15

POSTED/PARTIAL/PARTIAL CLEARED VIA LNR  
DATE 10/7/15 INITIALS [Signature]



## Document Review

Compass Document: FO FP91761601

10/07/15

Document Summary: General Ledger Entries

Doc Type: FO

Doc No: FP91761601

Vendor Code: Cannot be displayed

IGMS Grant No: 91761601-0

IGMS Budget Start Date: 09/01/2014

IGMS Budget End Date: 08/31/2016

IGMS Project Start Date: 09/01/2014

IGMS Project End Date: 08/31/2016

Order Date: 07/24/14

Closed Date:

Servicing Finance Office: LVFC

Order Amount: \$84,000.00

Net Paid Amount: \$46,166.62

Closed Amount: \$46,166.62

Available Amount: \$37,833.38

Vendor: KATHERINE TRAVIS

Alternate Vendor:

Description:

Extended Description:

Document Details: Expand

Line#	Line Amt	Expended Amt	Closed Amt	Refunded Amt	Available Amt	BFY	Fund	Org	Program	Project	FOC	CostOrg	Comments	Extended
1	\$84,000.00	\$46,166.62	\$46,166.62	\$0.00	\$37,833.38	20142015	C	26T4000	301FK8	n/a	4125	26A6D	RQ1426T4G113	

## Document Activity:

Date	Ref Amount	Related Document	Direction	Date	Ref Amount	Related Document	Date	Ref Amount	Related Document
09/28/2015	\$2,083.33	FP 14330065620	Forward						
09/23/2015	\$12,000.00	FP 15330068940	Forward						
09/23/2015	\$5,000.00	FP 15330068941	Forward						
09/21/2015	\$0.00	FP 15330068939	Forward						
08/27/2015	\$2,083.33	FP 14330065619	Forward						
07/29/2015	\$2,083.33	FP 14330065614	Forward						
07/29/2015	\$0.00	FP 14330065616	Forward						
07/29/2015	\$0.00	FP 14330065618	Forward						
06/26/2015	\$2,083.33	FP 14330065613	Forward						
05/27/2015	\$2,083.33	FP 14330065612	Forward						
04/28/2015	\$2,083.33	FP 14330065611	Forward						
03/27/2015	\$2,083.33	FP 14330065610	Forward						
02/25/2015	\$2,083.33	FP 14330065609	Forward						
01/28/2015	\$2,083.33	FP 14330065608	Forward						
12/29/2014	\$2,083.33	FP 14330065607	Forward						
11/25/2014	\$2,083.33	FP 14330065606	Forward						
10/29/2014	\$2,083.33	FP 14330065605	Forward						
09/26/2014	\$2,083.33	FP 14330065604	Forward						
08/27/2014	\$2,083.33	FP 14330065603	Forward						
08/21/2014	\$12,000.00	FP 14330065615	Forward						
08/21/2014	\$5,000.00	FP 14330065617	Forward						
07/24/2014	\$84,000.00	RQ 1426T4G113	Back						

Warehouse Homepage

EPA@Work Home | EPA Internet

[https://V1742TRTAY006.RTP.EPA.GOV/neis/ifms\\_doc.resolve](https://V1742TRTAY006.RTP.EPA.GOV/neis/ifms_doc.resolve)

This web page was last updated on 01/28/2015.

For issues, please contact: The OCFO Sytem Help Desk - [OCFO-System-Help@epa.gov](mailto:OCFO-System-Help@epa.gov) or (202) 564-OCFO (6236)

## Rivera, Luis

---

**From:** Wong, Ricky <ricky\_wong@harvard.edu>  
**Sent:** Thursday, October 08, 2015 7:49 AM  
**To:** Rivera, Luis  
**Cc:** Travis, Katherine Rose; Magid, Marina  
**Subject:** RE: FP91761601, KATHERINE TRAVIS FUND: 123884  
**Importance:** High

Hi Luis,

Thank you for clarifying this situation with me on the phone.

I do confirm that we have received the checks for \$12,000 & \$5,000 for Fall 2015. Could you please reissue the checks for the same amounts (\$12,000 & \$5,000) for Fall 2014 to the address provided below? Please reference Harvard Fund # 123884 if possible on the checks.

Bank of America Lockbox Services  
President and Fellows of Harvard College  
Lockbox # 415649  
MA5-527-02-07  
2 Morrissey Boulevard  
Dorchester, MA 02125

Thanks,

Ricky

✓ updates in Compass  
Rick  
10/6/15

**From:** Rivera, Luis [mailto:rivera.luis@epa.gov]  
**Sent:** Wednesday, October 07, 2015 4:06 PM  
**To:** Wong, Ricky  
**Subject:** RE: FP91761601, KATHERINE TRAVIS FUND: 123884

Hello Ricky,

I have a new issue, I was just informed that a couple of checks that were issue for Katherine Travis for Fall 2014 were never cashed therefore US Treasury has cancelled them. Do you show at your end a pending tuition and expense allowance as paid or overdue for Fall 2014? Let me know if these checks need to be reissued OK. Thanks.

Reissued.  
Tuition \$12K  
Exp Allow \$5K  
Rick  
10/8/15

Luis E. Rivera  
U.S. EPA Financial Specialist  
Las Vegas Finance Center  
Phone (702) 798-2495  
Fax: (702) 798-2423  
EPA Finance Home Page: <http://www2.epa.gov/financial>  
Forward payments and SF 425 to the following email address: [lvfc-grants@epa.gov](mailto:lvfc-grants@epa.gov)

---

**From:** Wong, Ricky [mailto:[ricky\\_wong@harvard.edu](mailto:ricky_wong@harvard.edu)]  
**Sent:** Tuesday, October 06, 2015 9:37 AM  
**To:** Rivera, Luis  
**Cc:** Travis, Katherine Rose; Magid, Marina  
**Subject:** RE: FP91761601, KATHERINE TRAVIS FUND: 123884

Hi Luis,

Going forward, for future checks can you please have them mailed to the address below:

Bank of America Lockbox Services  
President and Fellows of Harvard College  
Lockbox # 415649  
MA5-527-02-07  
2 Morrissey Boulevard  
Dorchester, MA 02125

Thanks,

Ricky

---

**From:** Magid, Marina  
**Sent:** Tuesday, October 06, 2015 8:20 AM  
**To:** Wong, Ricky; Rivera, Luis  
**Cc:** Travis, Katherine Rose  
**Subject:** RE: FP91761601, KATHERINE TRAVIS FUND: 123884

Hi Ricky,

Checks have been arrived. What do you want me to do with them?

M

---

**From:** Wong, Ricky [mailto:[ricky\\_wong@harvard.edu](mailto:ricky_wong@harvard.edu)]  
**Sent:** Tuesday, September 22, 2015 8:54 AM  
**To:** Rivera, Luis; Donnell, Tetyana; Magid, Marina  
**Cc:** Travis, Katherine Rose  
**Subject:** RE: FP91761601, KATHERINE TRAVIS FUND: 123884

Hi Luis,

Thank you for confirming that the checks have been reissued.

Marina,

Once the checks arrive, could you please let us know.

Thanks,

Ricky

---

**From:** Rivera, Luis [mailto:[rivera.lui@epa.gov](mailto:rivera.lui@epa.gov)]  
**Sent:** Monday, September 21, 2015 5:15 PM  
**To:** Donnell, Tetyana; Wong, Ricky  
**Cc:** Travis, Katherine Rose  
**Subject:** FW: FP91761601, KATHERINE TRAVIS FUND: 123884

Hello Tetyana,

We have reissued Katherine Travis, tuition (\$12K) and expense allowance (\$5K) checks. Checks should arrive within the next 4 to 7 business days. Checks will be forward to the following address:

**Harvard University School of Engineering & Applied Sciences**  
**52 Oxford St, Northwest Bldg, Suite B154**  
**Cambridge, MA 02138**

Please contact me if you have any questions. Thank you.

**Luis E. Rivera**  
**U.S. EPA Financial Specialist**  
**Las Vegas Finance Center**  
**Phone (702) 798-2495**  
**Fax: ( 702) 798-2423**  
**EPA Finance Home Page: <http://www2.epa.gov/financial>**  
**Forward payments and SF 425 to the following email address: [lvfc-grants@epa.gov](mailto:lvfc-grants@epa.gov)**

**From:** Rivera, Luis  
**Sent:** Monday, September 21, 2015 9:04 AM  
**To:** 'Wong, Ricky'  
**Subject:** FW: FP91761601, KATHERINE TRAVIS FUND: 123884

Hello Ricky,

I just left you a voice message concerning Katherine Travis account. I've been in touch with Tetyana Donnell as you can see our email traffic below. We had issued a couple of checks for Katherine Travis (Fall 2015 tuition and expense allowance) and your school reported to us they couldn't find them. We notified the US Treasury to cancel these checks but then Tetyana informed us after the fact that they found the missing checks. At this point the "Cancellation" could not be



reversed. We are pending to receive these checks (cancelled checks) from Tetyana and also pending an official reissue notice from US Treasury, once I obtain this I will reissue Katherine's tuition (\$12K) and expense allowance (\$5K).

Ricky if you need any additional payment data please contact me. Thank you.

Luis E. Rivera  
U.S. EPA Financial Specialist  
Las Vegas Finance Center  
Phone (702) 798-2495  
Fax: (702) 798-2423  
EPA Finance Home Page: <http://www2.epa.gov/financial>  
Forward payments and SF 425 to the following email address: [lvfc-grants@epa.gov](mailto:lvfc-grants@epa.gov)

---

**From:** Donnell, Tetyana [<mailto:donnell@seas.harvard.edu>]  
**Sent:** Thursday, September 17, 2015 6:12 AM  
**To:** Rivera, Luis  
**Cc:** Weiss, Arthur; Magid, Marina  
**Subject:** RE: FP91761601, KATHERINE TRAVIS FUND: 123884

Hi Luis,

Just wanted to let you know that I fedexed the checks this morning.

Please let us know when you receive them.

Thanks! Tanya

---

**From:** Rivera, Luis [<mailto:rivera.luis@epa.gov>]  
**Sent:** Wednesday, September 16, 2015 2:18 PM  
**To:** Donnell, Tetyana  
**Cc:** Weiss, Arthur  
**Subject:** RE: FP91761601, KATHERINE TRAVIS FUND: 123884

Hello Tetyana,

Our office has already placed the "CANCELLATION NOTICE" at US Treasury therefore you must return immediately both checks back to the US EPA. Please forward both checks to the following mailing address:

**US EPA**

**Las Vegas Finance Center  
4220 S. Maryland Pkwy, Bldg C  
Las Vegas, NV 89119**

We will reissue both checks very shortly, we are pending for the official cancellation from US Treasury in order to do so OK. Thank you so much for contacting me. If you have any questions please contact me. Thank you.

Luis E. Rivera

U.S. EPA Financial Specialist

Las Vegas Finance Center

Phone (702) 798-2495

Fax: (702) 798-2423

EPA Finance Home Page: <http://www2.epa.gov/financial>

Forward payments and SF 425 to the following email address: [lfc-grants@epa.gov](mailto:lfc-grants@epa.gov)

**From:** Donnelly, Tetyana [<mailto:donnelly@seas.harvard.edu>]

**Sent:** Wednesday, September 16, 2015 11:01 AM

**To:** Rivera, Luis

**Subject:** RE: FP91761601, KATHERINE TRAVIS FUND: 123884

**Importance:** High

Hi Luis,

Please don't cancel the checks. We just found them. If it's too late we will mail them to you.

Thanks, Tanya

---

**From:** Rivera, Luis [lrivera.luis@epa.gov]  
**Sent:** Monday, September 14, 2015 10:48 AM  
**To:** Donnelly, Tetyana  
**Subject:** RE: FP91761601, KATHERINE TRAVIS FUND: 123884

Hello Tanya,

I had spoken to Cecilia McCormick last week about this issue. I had informed her that the checks had not been cashed and should be at the school. Checks were forward via US Postal Service and should have been delivered approximately the first week in August, 2015. We forward both checks to the following address:

**Harvard University School of Engineering & Applied Sciences**  
**52 Oxford St. Northwest Building**  
**Suite 8154**  
**Cambridge, MA 02138**

Please perform a good search for these checks and if you can't locate them we can "cancel" them at the US Treasury. The important issue here is if you do locate these checks after we have issue a cancellation notice they cannot be cashed and they must be returned back to EPA to the following address:

**US EPA**  
**Las Vegas Finance Center**  
**4220 S. Maryland Pkwy, Bldg C**  
**Las Vegas, NV 89119**

Please reply back to me once you've completed your internal search and if you need both checks canceled and reissued. Please contact me if you have any questions. Thank you.

Luis E. Rivera  
U.S. EPA Financial Specialist  
Las Vegas Finance Center  
Phone (702) 798-2495  
Fax: (702) 798-2423  
EPA Finance Home Page: <http://www2.epa.gov/financial>  
Forward payments and SF 425 to the following email address: [lvc-grants@epa.gov](mailto:lvc-grants@epa.gov)

**From:** Donnelly, Tetyana [mailto:donnelly@seas.harvard.edu]  
**Sent:** Friday, September 11, 2015 11:48 AM  
**To:** Rivera, Luis  
**Subject:** FW: FP91761601, KATHERINE TRAVIS FUND: 123884

Dear Luise,

We still cannot locate any of Katherine Travis checks. When you have a moment, could you please let me know whether or not the checks have been cashed. If so, please send me a copy of the back of the check.

Also, did you send the checks by FedEx? If so, did you require a signature and who signed it?

Thanks for your help,

Tanya

---

**From:** Williams, Cassandra [mailto:cassandra\_williams@harvard.edu]  
**Sent:** Friday, September 11, 2015 2:35 PM  
**To:** Donnelly, Tetyana  
**Subject:** RE: FP91761601, KATHERINE TRAVIS FUND: 123884

Hi Tetyana,

Unfortunately, I wasn't able to locate either of these checks. The only alternative I can think of would be to contact the US Treasury to find out whether or not the checks have been cashed. If they have, you should request a copy of the back of the check and we may be able to determine which department deposited the check.

I hope this helps. If there is anything else I can do to help, please feel free to contact me.

Thank you,

Cassandra

*Cassandra Williams*

Harvard University - Cash Receipts  
103 Massachusetts Avenue, 2nd Floor  
Cambridge, MA 02138  
Tel: (617) 495-3935  
Fax: (617) 495-3125

cassandra\_williams@harvard.edu

**From:** Donnell, Tetyana  
**Sent:** Friday, September 11, 2015 2:17 PM  
**To:** Williams, ~~Cassandra~~  
**Subject:** FW: FP91761601, KATHERINE TRAVIS FUND: 123884

**From:** "Rivera, Luis" <[rivera.luis@epa.gov](mailto:rivera.luis@epa.gov)>  
**Date:** Thursday, July 30, 2015 at 5:59 PM  
**To:** Katherine Travis <[kttravis@fas.harvard.edu](mailto:kttravis@fas.harvard.edu)>  
**Subject:** FP91761601, KATHERINE TRAVIS

Hello KATHERINE TRAVIS,

Most recently we discovered your EPA Fellowship tuition/expense allowance checks for Fall 2015 inadvertently were sent out to your school without containing your name and Fellowship account ID#. We need you to contact your school and provide them the following US Treasury check information so they can apply the funds to your account:

<u>US TREASURY CHECK #</u>	<u>AMOUNT</u>
4030 47112023	\$12,000
4030 47112024	\$ 5,000

We apologize for any inconvenience in advance but hopefully with your assistance we can avoid any delays on your behalf. If your school has any questions please have them contact me at the number below. Thank you.

Luis E. Rivera  
U.S. EPA Financial Specialist

Las Vegas Finance Center

Phone (702) 798-2495

Fax: ( 702) 798-2423

EPA Finance Home Page: <http://www2.epa.gov/financial>

Forward payments and SF 425 to the following email address: [lvc-grants@epa.gov](mailto:lvc-grants@epa.gov)

## Grant Payment Allocation System (GPAS)

Payment  
WorkloadManual  
PaymentsFellowship  
Payments

Utilities

Reports

Change  
Password

Logout

## View/Update Invoices

FO FP91761601

Vendor			
Vendor Name		Fellow/School	Vendor Code
KATHERINE TRAVIS		Fellow	F91761601S 1
HARVARD UNIVERSITY SCHOOL OF ENGINEERING & APPLIED SCIENCES		School	F91761601S 9
HARVARD UNIVERSITY SCHOOL OF ENGINEERING & APPLIED SCIENCES			F91761601S V

Obligations						
Line	FY	Description	Obligated	Expended	Available	Schedule
1	2014 2015		84,000.00	63,166.62	20,833.38	08/19/2014
Total Available:					20,833.38	

Invoices											
Line	Barcode	Description	Fellow/School	Invoked Amt	Invoice Date	Date to Compass	Schedule Date	Sched	Susp	Dupl	Delete
1	14330065617	Expense Allowance	School	5,000.00	08/01/2014	08/19/2014	08/19/2014				
1	14330065615	Tuition and Fees	School	12,000.00	08/01/2014	08/19/2014	08/19/2014				
1	14330065603	Stipend	Fellow	2,083.33	09/01/2014	08/19/2014	08/29/2014				
1	14330065604	Stipend	Fellow	2,083.33	10/01/2014	09/18/2014	09/30/2014				
1	14330065605	Stipend	Fellow	2,083.33	11/01/2014	10/16/2014	10/31/2014				
1	14330065606	Stipend	Fellow	2,083.33	12/01/2014	11/14/2014	11/28/2014				
1	14330065607	Stipend	Fellow	2,083.33	01/01/2015	12/11/2014	12/31/2014				
1	14330065608	Stipend	Fellow	2,083.33	02/01/2015	01/14/2015	01/30/2015				
1	14330065609	Stipend	Fellow	2,083.33	03/01/2015	02/05/2015	02/27/2015				
1	14330065610	Stipend	Fellow	2,083.33	04/01/2015	03/16/2015	03/31/2015				
1	14330065611	Stipend	Fellow	2,083.33	05/01/2015	04/08/2015	04/30/2015				
1	14330065612	Stipend	Fellow	2,083.33	06/01/2015	05/21/2015	05/29/2015				
1	14330065613	Stipend	Fellow	2,083.33	07/01/2015	06/10/2015	06/30/2015				
1	14330065614	Stipend	Fellow	2,083.33	08/01/2015	07/06/2015	07/31/2015				
1	14330065616	Tuition and Fees	School	12,000.00	08/01/2015	07/06/2015	07/31/2015				
1	14330065618	Expense Allowance	School	5,000.00	08/01/2015	07/06/2015	07/31/2015				
1	14330065619	Stipend	Fellow	2,083.33	09/01/2015	08/11/2015	08/31/2015				
1	14330065620	Stipend	Fellow	2,083.33	10/01/2015	09/09/2015	09/30/2015				
1	15330068939	Stipend	School	5,000.00	08/01/2015	09/21/2015	09/21/2015				
1	15330068940	Tuition and Fees	School	12,000.00	08/01/2015	09/21/2015	09/21/2015				
Line	Barcode	Description	Fellow/School	Invoked Amt	Invoice Date	Date to Compass	Schedule Date	Sched	Susp	Dupl	Delete
1	15330068941	Expense Allowance	School	5,000.00	08/01/2015	09/21/2015	09/21/2015				
1	14330065621	Stipend	Fellow	2083.33	11/01/2015						
1	14330065622	Stipend	Fellow	2083.33	12/01/2015						
1	14330065623	Stipend	Fellow	2083.33	01/01/2016						
1	14330065624	Stipend	Fellow	2083.33	02/01/2016						
1	14330065625	Stipend	Fellow	2083.33	03/01/2016						
1	14330065626	Stipend	Fellow	2083.33	04/01/2016						
1	14330065627	Stipend	Fellow	2083.33	05/01/2016						
1	14330065628	Stipend	Fellow	2083.33	06/01/2016						

canceled  
canceledcanceled  
REISSUE

REISSUE

1	14330065629	Stipend ▼	Fellow ▼	2083.33	07/01/2016			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	14330065630	Stipend ▼	Fellow ▼	2083.41	08/01/2016			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Unpaid:				20,833.38							

Save

Cancel

Enter Comments



KATHERINE  
THAVIS

## Document Review

Compass Document: FP 14330065616

09/17/15

Document Summary: General Ledger Entries

Doc Type: FP

Doc No: 14330065616

Vendor Code: F91761601S 9 Vendor: HARVARD UNIVERSITY SCHOOL OF ENGINEERING &amp; APPLIED SCIENCES

Voucher Date: 07/06/15

Schedule Date: 07/31/15

Description: EPA

Servicing Finance Office: LVFC

Invoice Amount: \$12,000.00

Paid Amount: \$12,000.00

Schedule No: 0VC150200

Submitted Date: 07/27/15

Confirmed Date: 07/29/15

Check Number(s): 47112023

Check Amount (Total): \$12,000.00

Extended Description:

Document Details: Expand

Line#	Line Amt	Paid Amt	Invoice	Invoice Date	Accepted	BFY	Fund	Org	Program	Project	FOC	CostOrg	Comments	Extended Description
1	\$12,000.00	\$12,000.00				20142015	C	26T4000	301FK8	n/a	4125	26A6D		

## Document Activity:

Date	Ref Amount	Related Document	Direction	Date	Ref Amount	Related Document	Date	Ref Amount	Related Document
07/29/2015	\$12,000.00	FO FP91761601	Back						

Warehouse Homepage

EPA@Work Home | EPA Internet

[https://V1742TRTAY006.RTP.EPA.GOV/neis/ifms\\_doc.resolve](https://V1742TRTAY006.RTP.EPA.GOV/neis/ifms_doc.resolve)

This web page was last updated on 01/28/2015.

For issues, please contact: The OCFO System Help Desk - OCFO-System-Help@epa.gov or (202) 564-OCFO (6236)

POSTED/PARTIAL/CLEARED VIA INR  
DATE 9/21/15 INITIALS [Signature]

333105021A

Reissued tuition \$12K

Bar Code 15330068940

Rich  
9/21/15



Pay to  
the order of

07 29 15 68011200 KANSAS CITY, MO 4030 47112023  
000281108564 4030 47112023 M 000000VC150200  
HARVARD UNIVERSITY SCHOOL OF ENGINE  
52 Oxford St. Northwest Building  
Suite 8154  
Cambridge MA 02138

\*\*\*12000\*00

VOID AFTER ONE YEAR

REGIONAL DISBURSING OFFICER

\$12,000.00

VOID

007  
[Signature]

⑈40304⑈

⑆000000518⑆ 471120232⑈ 010715



Pay to  
the order of

United States Treasury 15-51  
000

K 957,167,356

Check No.



07 29 15 68011200 KANSAS CITY, MO 4030 47112024  
000281108565 4030 47112024 M 000000VC150200  
HARVARD UNIVERSITY SCHOOL OF ENGINE  
52 Oxford St. Northwest Building  
Suite 8154  
Cambridge MA 02138

\*\*\*\*\*5000\*00

VOID AFTER ONE YEAR

REGIONAL DISBURSING OFFICER

\$5,000.00

VOID

007  
[Signature]

⑈40304⑈

⑆000000518⑆ 471120243⑈ 010715

## SCHEDULE OF UNAVAILABLE CHECK CANCELLATION CREDITS

FORM TFS1185 FILE CONTROL NUMBER 259 DATE OF CANCELLATION 09/16/15

**DEPARTMENT OR ESTABLISHMENT:**

U.S. ENVIRONMENTAL PROTECTION AGENCY

**SCHEDULE NUMBER:**

310-5-021

**SHEET NUMBER:**

001

**DISBURSING OFFICE SYMBOL:**

310

**ACCOUNTING PERIOD:**

09/2015

**AGENCY LOCATION CODE:**

68011200null

**CREDIT CATEGORIES**

MSC

**ITEM**

**AMOUNT**

**APPROPRIATION CODE**

4 34,000.00

0 0

0 0

0 0

0 0

0 0

0 0

4 34,000.00

**GRAND TOTAL:**

**NAME AND MAILING ADDRESS OF  
REGIONAL FINANCE CENTER**

KC FINANCIAL CENTER  
PO BOX 12599  
KANSAS CITY, MO  
64116-0599

## DATE OF CANCELLATION

259

68011200

09/16/15

Benefit Prefix Symbol	Object Code	Reason For Return	Claim Number	Payee Code	Check Office Symbol	Check Trace Number	Date Of Payment	Payment Amount
<div>00</div>								

KATHERINE  
TRAVIS

## Document Review

Compass Document: FP 14330065618

09/17/15

Document Summary: General Ledger Entries

Doc Type: FP

Doc No: 14330065618

Vendor Code: F91761601S 9 Vendor: HARVARD UNIVERSITY SCHOOL OF ENGINEERING &amp; APPLIED SCIENCES

Voucher Date: 07/06/15

Schedule Date: 07/31/15

Description: EPA

Servicing Finance Office: LVFC

Invoice Amount: \$5,000.00

Paid Amount: \$5,000.00

Schedule No: 0VC150200

Submitted Date: 07/27/15

Confirmed Date: 07/29/15

Check Number(s): 47112024

Check Amount (Total): \$5,000.00

Extended Description:

Document Details: [Expand](#)

Line#	Line Amt	Paid Amt	Invoice	Invoice Date	Accepted	BFY	Fund	Org	Program	Project	FOC	CostOrg	Comments	Extended Description
1	\$5,000.00	\$5,000.00				20142015	C	26T4000	301FK8	n/a	4125	26A6D		

## Document Activity:

Date	Ref Amount	Related Document	Direction	Date	Ref Amount	Related Document	Date	Ref Amount	Related Document
07/29/2015	\$5,000.00	FO FP91761601	Back						

[Warehouse Homepage](#)[EPA @Work Home](#) | [EPA Internet](#)[https://V1742TRTAY006.RTP.EPA.GOV/neis/ifms\\_doc.resolve](https://V1742TRTAY006.RTP.EPA.GOV/neis/ifms_doc.resolve)

This web page was last updated on 01/28/2015.

For issues, please contact: The OCFO Sytem Help Desk - [OCFO-System-Help@epa.gov](mailto:OCFO-System-Help@epa.gov) or (202) 564-OCFO (6236)

POSTED/AR PARTIAL/AR CLEARED VIA LNR

DATE 9/21/15

INITIALS

333105021B

Reissued ~~Future~~ Expense Allowance.

Barr Code 15330068941

Rich  
9/21/15





Pay to  
the order of

07 29 15 68011200 KANSAS CITY, MO  
000281108564 4030 47112023 M  
HARVARD UNIVERSITY SCHOOL OF ENGINE  
52 Oxford St. Northwest Building  
Suite 8154  
Cambridge MA 02138

4030 47112023  
000000VC150200

\$\$\$12000\*00

VOID AFTER ONE YEAR

REGIONAL DISBURSING OFFICER

\$12,000.00

**VOID**

⑈40304⑈

⑆000000518⑆ 471120232⑈ 010715



Pay to  
the order of

07 29 15 68011200 KANSAS CITY, MO  
000281108565 4030 47112024 M  
HARVARD UNIVERSITY SCHOOL OF ENGINE  
52 Oxford St. Northwest Building  
Suite 8154  
Cambridge MA 02138

4030 47112024  
000000VC150200

\$\$\$5000\*00

VOID AFTER ONE YEAR

REGIONAL DISBURSING OFFICER

\$5,000.00

**VOID**

⑈40304⑈

⑆000000518⑆ 471120243⑈ 010715

United States Treasury

15-51  
000

K 957,167,356

Check No.



## SCHEDULE OF UNAVAILABLE CHECK CANCELLATION CREDITS

FORM TFS1185 FILE CONTROL NUMBER 259

DATE OF  
CANCELLATION

09/16/15

DEPARTMENT OR ESTABLISHMENT:

U.S. ENVIRONMENTAL PROTECTION AGENCY

SCHEDULE NUMBER:

310-5-021

SHEET NUMBER:

001

DISBURSING OFFICE SYMBOL:

310

ACCOUNTING PERIOD:

09/2015

AGENCY LOCATION CODE:

68011200null

### CREDIT CATEGORIES

MSC

ITEM

AMOUNT

APPROPRIATION CODE

4 34,000.00

0 0

0 0

0 0

0 0

0 0

0 0

GRAND TOTAL:

4 34,000.00

### NAME AND MAILING ADDRESS OF REGIONAL FINANCE CENTER

KC FINANCIAL CENTER  
PO BOX 12599  
KANSAS CITY, MO  
64116-0599

# RFC CANCELLATION REPORT

DATE OF  
CANCELLATION

FILE CONTROL NUMBER

259

LISTING FOR

68011200

09/16/15

Benefit Prefix Symbol	Object Code	Reason For Return	Claim Number	Payee Code	Check Office Symbol	Check Trace Number	Date Of Payment	Payment Amount
						000000MP150121		
	00		018704049		4030 CR	47112023	07/29/15	12,000.00
Payee Name	HARVARD UNIVERSITY SCHOOL		Agency Schedule Number			000000VC150200		LVFL
	00		018704049		4030 CR	47112024	07/29/15	5,000.00
Payee Name	HARVARD UNIVERSITY SCHOOL		Agency Schedule Number			000000VC150200		LVFL
	00		168689519		4030 CR	48093497	08/17/15	12,000.00
Payee Name	PRESIDENT AND FELLOWS OF		Agency Schedule Number			000000VC150213		LVFL
	00		168689519		4030 CR	48093498	08/17/15	5,000.00
Payee Name	PRESIDENT AND FELLOWS OF		Agency Schedule Number			000000VC150213		LVFL
Outstanding Total						34,551.91		



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY WASHINGTON, D.C. 20460		EPA FELLOWSHIP ACTIVATION NOTICE (Please type or print clearly)		FELLOWSHIP NO. 91761601-0	
				DATE FELLOW WILL ENTER ON DUTY 9/1/14 ✓	
NOTICE: EPA provides any payments to the sponsoring institution by check and provides any payments to the fellow either electronically or by check as determined appropriate by EPA.					
NAME OF FELLOW Katherine Travis			NAME OF SPONSORING INSTITUTION President and Fellows of Harvard College		
MAILING ADDRESS FOR PAYMENTS TO FELLOW (include ZIP code) 117 Fresh Pond Parkway #2 Cambridge, MA 02138			MAILING ADDRESS FOR PAYMENTS TO INSTITUTION (include ZIP code) Harvard University School of Engineering and Applied Sciences 52 Oxford St., Northwest Building, Suite 815f Cambridge, MA 02138		
FOR EPA USE ONLY					
STIPEND			AWARD PERIOD		
MONTHLY \$			FROM 9/1/14 THROUGH 8/31/16		
TOTAL \$			SPECIAL INSTRUCTIONS		
BOOK ALLOWANCE \$			24 Months Fulltime Stipend		
TUITION & FEES \$			LEVEL <input type="checkbox"/> Agency <input checked="" type="checkbox"/> Special		
TOTAL AWARD \$			PREPARED BY Diane Greer DATE 8/18/14		
REMARKS  Processed by 8/18/14					
SPECIALIST FOR PROJECT Diane Greer			AREA CODE 202		TELEPHONE NO. 564-5321
SIGNATURE OF FELLOW Katherine Travis			AREA CODE 781		TELEPHONE NO. 617-2915 DATE 8/15/14 ✓
APPROVING SIGNATURES					
SPONSOR OR DEPARTMENT HEAD (Please indicate) Daniel J. Carol			AREA CODE 617		TELEPHONE NO. 495-1794 DATE 8-15-14 ✓

 <b>U.S. ENVIRONMENTAL PROTECTION AGENCY</b> <b>WASHINGTON, D.C. 20460</b> <b>FELLOWSHIP AMENDMENT</b>	<b>ASSISTANCE ID NO.</b>		<b>ASSISTANCE ACTION</b>	
	<b>PRG</b>	<b>DOC ID</b>	<b>AMEND</b>	<b>No Cost Amendment</b>
	FP - 91761601 - 1			TYPE: Individual
	<b>FELLOWSHIP PROGRAM</b> Special			<b>STATUS</b> Full-Time
<b>AWARD DATE</b> 07/21/2016			<b>MAIL DATE</b> 07/22/2016	
<b>NOTE:</b> The Fellowship Agreement must be completed and returned to Grants Administration Division within 3 weeks after receipt or within any extension of time as may be granted by EPA. Except as may be approved by EPA, no costs may be incurred prior to the award date of this Agreement. Receipt of a written refusal, or failure to return the properly executed document within the prescribed time, may result in termination of the fellowship offer by the Agency. Any modification to the Fellowship Agreement by the fellow subsequent to the document being signed by the award official shall void the Fellowship Agreement. This Fellowship Award contains information on fellowship applicants, which is protected by the <i>Privacy Act of 1974</i> . If you receive this form in error, do not copy or distribute. Unauthorized access, use or disclosure of this data subjects violators to criminal penalties.				
<b>GENERAL INFORMATION</b>				
<b>FELLOW</b>			<b>SPONSOR</b>	
Katherine Travis 117 Fresh Pond Parkway, Apt. 2 Cambridge, MA 02138-2121 County: Middlesex Cong. Dist.: 05 Phone: 781-572-2915 E-Mail: ktravis@fas.harvard.edu			Daniel Jacob Professor President and Fellows of Harvard College Pierce Hall, 29 Oxford Street Cambridge, MA 02138 Phone: 1-617-495-1794 E-Mail: djacob@fas.harvard.edu	
The duration of this Fellowship will be <u>28</u> months.			<b>PROJECT PERIOD</b> 09/01/2014 - 12/31/2016	
			<b>BUDGET PERIOD</b> 09/01/2014 - 12/31/2016	
<b>AMOUNT</b>				
	<b>FROM</b>	<b>THIS ACTION</b>	<b>TO</b>	
A. Tuition and Fees (Paid to Institution)	\$ 24,000	\$ 0	\$ 24,000	
B. Expense Allowance (Paid Direct)	\$ 10,000	\$ 0	\$ 10,000	
C. Stipend (To Fellow)	\$ 50,000	\$ 0	\$ 50,000	
D. Travel	\$ 0	\$ 0	\$ 0	
<b>Total Amount of Fellowship</b>	<b>\$ 84,000</b>	<b>\$ 0</b>	<b>\$ 84,000</b>	
<b>PROJECT OFFICER</b>			<b>GRANT SPECIALIST</b>	
Sonja Lee Office of Research and Development 8723 1200 Pennsylvania Ave, NW Washington, DC 20460 Phone: 202-564-7895 E-Mail: Lee.Sonja@epa.gov			Diane Greene Grants Administration Division (3903R) 1200 Pennsylvania Ave, NW Washington, DC 20460 Phone: 202-564-5321 E-Mail: Greene.Diane@epa.gov	
<b>AWARD APPROVAL OFFICE</b>			<b>ISSUING OFFICE</b>	
Office of Research and Development US Environmental Protection Agency 1200 Pennsylvania Avenue, NW Washington, DC 20460			Grants and Interagency Agreement Management Division US Environmental Protection Agency 1200 Pennsylvania Avenue, NW Washington, DC 20460	
<b>PAYEE (FOR INSTITUTIONAL ALLOWANCE)</b>			<b>FELLOW'S NAME AND ADDRESS (FOR STIPEND CHECK)</b>	
School of Engr. + Applied Sciences 52 Oxford St., NW Bldg. Suite B159 Cambridge, MA 02133			Katherine Travis 117 Fresh Pond Parkway, Apt. 2 Cambridge, MA 02138-2121	

01 12 14

To: 1  
 Sonja  
 Office  
 1200H  
 Wash  
 Phil  
 Engr  
 1200  
 01  
 01  
 12

SIG. 1/

FP - 91761601 - 1 Page 3

### **Administrative Conditions**



1. This Fellowship Amendment reflects a change in the EPA Project Officer.
2. All Other Administrative Conditions Remain the Same.

91 12 1

 <p><b>U.S. ENVIRONMENTAL PROTECTION AGENCY</b> WASHINGTON, D.C. 20460 <b>FELLOWSHIP AGREEMENT</b></p>	<b>ASSISTANCE ID NO.</b> PRG DOC ID AMEND FP - 91761601 - 0		<b>ASSISTANCE ACTION</b> New Project TYPE: Individual	
	<b>FELLOWSHIP PROGRAM</b> Special		<b>STATUS</b> Full-Time	
	<b>AWARD DATE</b> 07/23/2014		<b>MAIL DATE</b> 07/30/2014	
	<b>NOTE:</b> The Fellowship Agreement must be completed and returned to Grants Administration Division within 3 weeks after receipt or within any extension of time as may be granted by EPA. Except as may be approved by EPA, no costs may be incurred prior to the award date of this Agreement. Receipt of a written refusal, or failure to return the properly executed document within the prescribed time, may result in termination of the fellowship offer by the Agency. Any modification to the Fellowship Agreement by the fellow subsequent to the document being signed by the award official shall void the Fellowship Agreement. This Fellowship Award contains information on fellowship applicants, which is protected by the <i>Privacy Act of 1974</i> . If you receive this form in error, do not copy or distribute. Unauthorized access, use or disclosure of this data subjects violators to criminal penalties.			
<b>GENERAL INFORMATION</b>				
<b>FELLOW</b>		<b>SPONSOR</b>		
Katherine Travis 117 Fresh Pond Parkway, Apt. 2 Cambridge, MA 02138-2121 County: Middlesex Cong. Dist.: 05 Phone: 781-572-2915 E-Mail: ktravis@fas.harvard.edu		Daniel Jacob Professor President and Fellows of Harvard College Pierce Hall, 29 Oxford Street Cambridge, MA 02138 Phone: 1-617-495-1794 E-Mail: djacob@fas.harvard.edu		
The duration of this Fellowship will be <u>24</u> months. This Fellowship must be activated within 90 days after the date of the award.		<b>PROJECT PERIOD</b> 08/01/2014 - 07/31/2016		<b>BUDGET PERIOD</b> 08/01/2014 - 07/31/2016
<b>AMOUNT</b>				
	<b>FROM</b>	<b>THIS ACTION</b>	<b>TO</b>	
A. Tuition and Fees (Paid to Institution)	\$ 0	\$ 24,000	\$ 24,000	
B. Expense Allowance (Paid Direct)	\$ 0	\$ 10,000	\$ 10,000	
C. Stipend (To Fellow)	\$ 0	\$ 50,000	\$ 50,000	
D. Travel	\$ 0	\$ 0	\$ 0	
<b>Total Amount of Fellowship</b>	\$ 0	\$ 84,000	\$ 84,000	
<b>PROJECT OFFICER</b>		<b>GRANT SPECIALIST</b>		
Gladys Cobbs Office of Research and Development 8723 1200 Pennsylvania Ave, NW Washington, DC 20460 Phone: 703-347-8052 E-Mail: Cobbs.Gladys@epamail.epa.gov		Diane Greene Grants Administration Division (3903R) 1200 Pennsylvania Ave, NW Washington, DC 20460 Phone: 202-564-5321 E-Mail: Greene.Diane@epa.gov		
<b>AWARD APPROVAL OFFICE</b>		<b>ISSUING OFFICE</b>		
Office of Research and Development US Environmental Protection Agency 1200 Pennsylvania Avenue, NW Washington, DC 20460		Grants and Interagency Agreement Management Division US Environmental Protection Agency 1200 Pennsylvania Avenue, NW Washington, DC 20460		
<b>PAYEE (FOR INSTITUTIONAL ALLOWANCE)</b>		<b>FELLOW'S NAME AND ADDRESS (FOR STIPEND CHECK)</b>		
		Katherine Travis 117 Fresh Pond Parkway, Apt. 2 Cambridge, MA 02138-2121		

4140 20

Obligated 7/24/14  
Accepted 8-5-14  
FO ASAP Authorized 8/19/14  
BP End Date Updated \_\_\_\_\_

AWARD AMOUNT									
FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL						
EPA Amount	\$	\$84,000	\$84,000						
APPROPRIATION AND ACCOUNTING DATA									
Site Name	DCN	FY	Approp. Code	Budget Org.	PRC	Object Class	Site/Project	Cost Organization	Obligation / Deobligation
/	1426T4G113	1415	C	26T4000	301FK8	4125		26A6D	84,000
FUNDING VERIFIED By  Date 7/24/14									84,000 ✓
Regulatory Authority: 40 CFR PART 46									
STATUTORY AUTHORITY					ASSISTANCE PROGRAM (CFDA)				
Clean Air Act: Sec. 103					66.514 - Science to Achieve Results (STAR) Fellowship Program				
OFFER AND ACCEPTANCE									
<p>The United States of America, acting by and through the U.S. Environmental Protection Agency (EPA), hereby offers a Fellowship to <u>Katherine Travis</u> for all approved costs up to and not exceeding <u>\$84,000</u> for the support of the effort described in application dated <u>05/09/2014</u> (including all application modifications) included herein by reference.</p> <p>This fellowship Agreement is subject to applicable U.S. Environmental Protection Agency statutory provisions, fellowship regulations (40 CFR, Part 46) and of the provisions of this agreement. The Fellow also agrees that funds awarded will be used solely for the purposes of the program as approved.</p>									
THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY									
AWARD OFFICIAL									
SIGNATURE 			TYPED NAME AND TITLE Frank N. Roth, Chief Fellowship IA & SEE Branch					DATE 072314	
FELLOW									
SIGNATURE			TYPED NAME Katherine Travis					DATE	



**Administrative Conditions**

1. The fellow agrees to the following terms and conditions:
  1. The fellow, as part of the acceptance of this agreement, shall type or neatly print the Payee title and address in the "Payee" block at the bottom of Page 1 of this Fellowship Agreement and in the block, "Mailing Address for Institution Checks", in the Activation Notice (EPA Form 5770-7). EPA cannot send payment for Tuition and Fees to the educational institution until this information is provided. The addresses for returning the Fellowship Agreement and Activation Notice are as follows:

For USPS, use this address:

U.S. Environmental Protection Agency  
Mail Code 3903R  
Grants and Interagency Agreement Management Division  
1200 Pennsylvania Avenue, N.W.  
Washington, D.C. 20460

For hardcopies, please use the address below for courier (FEDEX, UPS, DHS, etc.) deliveries:

U.S. Environmental Protection Agency  
Ronald Reagan Building (Mail Code 3903R)  
Grants and Interagency Agreement Management Division  
Room 51234 (Mail Room)  
1300 Pennsylvania Avenue, N.W.  
Washington, D.C. 20004  
(202) 564-5315



2. When the program of studies begins, the fellow must submit their Fellowship Activation Notice to the EPA Grants and Interagency Agreement Management Branch to either of the addresses shown in Term and Condition Number 1 above. The fellow must begin their course of studies in the fall semester/quarter of the current year.
3. The fellow agrees to use direct deposit for the deposit of all stipend payments. The fellow will complete and submit the "Fellowship Stipend Payment Enrollment Form" to the Las Vegas Finance Center via fax at (702) 798 2423 or mail to: U.S. EPA, Las Vegas Finance Center, 4220 S. Maryland Parkway, Bldg. C, Room 503, Las Vegas, NV 89119.
4. The expense allowance in this award is provided to pay for any items and activities for the direct benefit of the student's education, such as health insurance, books, supplies, childcare, equipment, and travel to conduct research and attend technical meetings. This expense allowance may not be spent on tuition and fees.
5. The fellow agrees to attend at least one EPA Fellowship conference that may be held during the fellowship support period. Attendance is mandatory unless waived in writing by the EPA Project Officer. A portion of the expense allowance for this award should be allocated for conference expenses (room and board, travel, posters, etc.)
6. If EPA determines that the EPA STAR Fellow has not made sufficient academic progress for each year of Fellowship funding, EPA may terminate the agreement. The STAR Fellow should note that in order to ensure adequate review time, the review of sufficient progress could begin as early as February 1 of each year of funding, and the STAR Fellow must report on sufficient progress no later than May 31 of each year of funding. EPA is partially funding this budget period and will consider funding the balance of the budget requirements contingent upon submission to the EPA Project Officer of requested documentation by designated deadlines (as listed above), determination of progress by the EPA Project Officer, availability of funds, and accounting of the utilization of tuition and fees.
7. By May 31 of each active year of this fellowship, the fellow should submit the following items so that the EPA Project Officer may determine sufficient progress:
  - the fellow shall ensure that the sponsor writes a letter to the EPA Project Officer that details the following: that the STAR Fellow is in good standing as a student in the graduate program; that the Fellow is still enrolled within
  - his/her major; that the Fellow is expected to register for the following
  - academic year period; the progress of the Fellow including advances
  - made in academic studies and research (if applicable); obstacles

encountered if any and the steps taken to overcome them; any awards or honors received by the Fellow; and, the current estimated date of graduation.

- the fellow shall submit updated tuition and fee rates for the academic year;
- the fellow shall submit the most current copy of his/her official transcript;
- the fellow agrees to provide as applicable, an updated bio, updated project synopsis, updated technical abstract, list of accomplishments and broader societal impacts, and access to copies of publications and other products from research; and
- the fellow shall submit employment information to the EPA Project Officer.

No additional funds will be awarded until this information is provided.

8. The fellow may not change major, research plans, advisor, degree or institution without prior written approval by the EPA Project Officer.
9. The fellow understands that funds awarded under this fellowship may not be used for foreign research/work unless the fellow receives prior written notification from the EPA Project Officer that the foreign research/work has been approved by EPA's Office of International and Tribal Affairs. Note that EPA approval is not required for non-EPA financed foreign travel associated solely for attendance at a conference or workshop. In addition, the fellow understands that all federally funded travel must comply with the Fly America Act. All federally funded travel must be on U.S. air carriers certificated under 49 U.S.C. Section 1371, to the extent that service by such carriers is available even if foreign air carrier costs are less than the American air carrier.
10. EPA discourages the allocation of any university overhead cost under a fellowship. However, if the university policy requires such an assessment, it may be levied only against the student expense allowance budget for a one-time amount not to exceed 2% of the expense budget.
11. At the end of the project period the fellow is required to submit the most current official transcript and a final report, which includes, as applicable: an updated biographical sketch (bio), a final project synopsis, a final technical abstract or dissertation/thesis, list of accomplishments and broader societal impacts, access to copies of publications and other products from research, documentation of completion of the program (degree), and current resume or curriculum vitae information. The thesis/dissertation can be sent electronically in MS Word or PDF format.
12. The ownership of equipment purchased under this agreement and having a market value of \$5000 or less at the end of the fellowship reverts to the fellow. If said equipment has a market value greater than \$5000 at the end of the fellowship, the fellow is to contact the EPA Project Officer for disposition



instructions as part of the closeout process described above.

13. EPA may grant an unfunded extension of up to 12 months beyond the original project/budget end date to enable the student to complete the research. The "no-cost" extension is not automatic and only will be granted on a case-by-case basis. The extension will not be granted solely for the purpose of utilizing unspent tuition and/or expense account monies. The EPA Project Officer will consider granting a no-cost extension if the fellow submits a request that includes a) the time period requested for the no-cost extension; b) the expected date of graduation; and, c) an explanation of why additional time is needed to complete the project.
14. The EPA encourages fellows to maintain contact with EPA for five years after financial support has ended by providing contact and employment information and a web address for any personal professional webpage.
15. The fellow agrees to submit a Completion of Studies Notice (EPA Form 5770-9) to the U.S. EPA, Las Vegas Finance Center, 4220 S. Maryland Parkway, Bldg. C, Room 503, Las Vegas, NV 89119 at the end of the project period indicated on Page 1 of this agreement, or at the time the degree is received, whichever comes first. The Completion of Studies Notice must be signed by the fellow's Sponsor or authorized official prior to submitting it to the Las Vegas Finance Center.
16. If the fellow withdraws from the program prior to the scheduled completion date, the fellow shall complete the Completion of Studies Notice and send it to the U.S. EPA, Las Vegas Finance Center, 4220 S. Maryland Parkway, Bldg. C, Room 503, Las Vegas, NV 89119. Any stipend received after withdrawal from the program must be returned to the U.S. Environmental Protection Agency, Las Vegas Finance Center, PO Box 979087, St. Louis, MO 63197-9000.
17. See attached Graduate Fellowship Payment Plan and Graduate Fellowship Payment Schedule.
18. Fellows may publish during or after their fellowship. You are required to acknowledge the fellowship when referring to any data or research effort that was supported at least in part by the fellowship. The following standard language is usually sufficient:

**"This [publication, poster, article, presentation, etc.] was developed under STAR Fellowship Assistance Agreement no. [fill in the blank with the grant number of your Fellowship Agreement] awarded by the U.S. Environmental**

**Protection Agency (EPA). It has not been formally reviewed by EPA. The views expressed in this [publication, poster, presentation, etc.] are solely those of [insert your name as it appears on your original Fellowship Agreement], and EPA does not endorse any products or commercial services mentioned in this [publication, poster, presentation, etc.]."**

19. Projects involving human subjects research are restricted to the following: the study of existing data, documents, records, pathological specimens or diagnostic specimens related to human subjects. These collected or used sources must be publicly available or recorded in a manner that the human subjects cannot be identified, directly or through identifiers linked to the research subject.

